

**BY ORDER OF THE COMMANDER HEAD-
QUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE, NEW MEXICO
87117-5606**

KAFB INSTRUCTION 47-101

30 JULY 1999

Dental



**DENTAL EXAMINATION AND TREATMENT
OF PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 47-1, Dental Services. It establishes procedures for the base dental service and treatment priority for eligible patients. It applies to all active duty military members and other eligible beneficiaries.

SUMMARY OF REVISIONS

Reflects change of office of primary responsibility and changes dental treatment team to dental clinic (paragraph 4.2 and paragraph 5).

1. Responsibilities.

1.1. The Dental Squadron commander will:

1.1.1. Manage the overall base dental health program according to AFI 47-101, Managing Air Force Dental Services.

1.1.2. Inform the 377th Medical Group Commander about dental activities.

1.2. Organizational commanders will:

1.2.1. Ensure periodic dental examinations are scheduled in support of the Air Force Dental Readiness Assurance Plan for their personnel as set forth in AFI 47-101 and AFMAN 36-2622 Vol. VI, Personnel Data Systems.

1.2.2. Stress to their personnel the importance of dental care and keeping all scheduled appointments to ensure maximum appointment utilization and decrease the cost of wasted appointment time.

2. Eligibility. AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services Systems, outlines eligibility for dental care.

3. Priority for Dental Treatment.

3.1. Dental emergencies.

3.2. Active duty personnel in dental class 3 or 4.

3.3. Active duty personnel on flying status, mobility personnel, and those with orders pending permanent change of station (PCS) move to a remote or isolated duty assignment.

3.4. All other active duty personnel.

3.5. Family members of active duty with PCS orders for overseas who are not enrolled in the TRICARE Family Member Dental Insurance Program.

3.6. Family members of active-duty military personnel and family members of personnel who died while on active duty who are enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) and are not enrolled in the TRICARE Family Member Dental Insurance Program.

3.7. Retired member of all military services and their eligible family members.

3.8. Family members of deceased retirees.

4. Types Of Dental Attendance.

4.1. Routine Dental Examinations. Active-duty Air Force personnel will normally receive examination due notices and appointment times through their assigned squadron's health monitor (orderly room) as part of the Periodic Dental Examination Program.

4.2. Other active duty military personnel who desire a routine dental examination can, on their own initiative, contact the Dental Clinic to schedule an appointment.

4.3. Special Dental Examination. When notified of a short-tour area assignment, 377 ABW MPF Outbound Assignments will notify the individual to report to the Base Dental Clinic for an examination. Dental personnel will record dental eligibility determination for deployment/assignment on the Standard Form 603, Health Record-Dental. The attending dentist will sign the clearance form for the short-tour duty and the dental squadron commander or designated representative will review and endorse the clearance form and send it back to Outbound Assignments. Dental personnel will schedule any required treatment as soon as possible to avoid undue assignment delays.

4.4. Family Members. Family members of Air Force personnel with overseas assignments who are not enrolled in the Tricare Family Member Dental Insurance Program must have a dental exam to obtain overseas dental clearance. Family members with severe or excessive dental treatment requirements will not be cleared for concurrent overseas travel. The gaining command will make the decision whether family members may accompany the military member IAW the Exceptional Family Member Program.

4.5. Emergency Dental Care. The Dental Clinic will handle bona-fide dental emergencies at any time. In order to prevent an emergency situation, patients in discomfort or requiring immediate care can call the Dental Clinic at 846-3027 during normal duty hours to receive a same day appointment. The Dental Clinic is designated Veterans' Administration (VA) building 48 and is located on the VA

grounds adjacent to the USAF Clinic. After normal duty hours and on weekends and holidays, patients must report to the VA Emergency Room, 2100 Ridgecrest Drive SE, Albuquerque, New Mexico.

5. Appointment Scheduling and Cancellation. Dental personnel will be available to schedule appointments between 0715 and 1615, Monday through Friday. Reception Desk telephone number is 846-3027. Patients must notify the dental clinic as soon as possible, but at least one day in advance if they are unable to keep the appointment.

6. Dental Care For Active Duty Family Members.

6.1. Family members of active duty personnel who are not enrolled in the Tricare Family Member Dental Insurance Program may seek an examination appointment on a stand-by basis. Stand-by is defined as waiting in the clinic until an active-duty person fails to show for their appointment. If no other active duty patient is waiting, a dental exam will be offered to the beneficiary. Subsequent treatment may be available, but will be subject to the same stand-by guidance based on existing active-duty workload. Stand-by care is extremely limited.

6.2. Family members of active duty personnel enrolled in the insurance program may receive routine specialty care not covered by the insurance program on a stand-by basis and emergency care as necessary.

7. Retired Members. Retired members of the military services are eligible for dental care on a stand-by basis (as defined in 6.1) according to the priorities stated in paragraph 3.7. The Dental Squadron commander will determine what type of dental care can be provided to military retirees after analyzing current available resources.

8. Civilian Employees. Dental treatment for civilian employees is limited to emergency care for traumatic injury incurred while engaged in the performance of their duties or when follow-up care for the injury is beneficial to the Air Force.

9. Air Force Preventive Dentistry Program. The objectives of this program are to prevent, control, and eliminate oral disease and maintain the highest level of oral health for military personnel and other beneficiaries authorized definitive dental care.

9.1. Clinical Phase.

9.1.1. A periodic dental examination is mandatory for all active duty Air Force personnel. A dental officer will determine if an individual requires an annual oral prophylaxis (cleaning).

9.1.2. The clinic will construct protective mouth guards upon the request of eligible participants involved in contact sports.

9.2. Community Phase. This phase publicizes the program and educates the Air Force community to enhance dental health standards. The clinic uses base newspaper articles and posters to promote these dental-health programs.

9.3. Family Member Children's Phase. Dental health programs for eligible family member children include individual and group counseling, support and participation in Children's Dental Health Month activities, and base news releases to advertise promotional activities.

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